

PRINT ON LETTERHEAD

[Full scholar Name, Title and home country address]

[Today's date]

Dear [scholar name],

On behalf of the [sponsoring department], I am pleased to invite you to spend [full start to end dates] here with us as a [proposed UMass Lowell title for incoming International Visitor] in order to pursue your research on [topic of research with brief description].

The position of [TITLE] carries with it [no salary, stipend or salary amount_____ or if you are providing a UMass Lowell salary, please change language accordingly and include the amount here \$_____], and it formally makes you a part of the intellectual life of the [UMass Lowell Sponsoring Department] and gives you full access to the university library and its computer facilities, lectures, departmental computers, cultural activities and other resources.

[You will be eligible for University-sponsored Health Insurance_____ which will cover most of the insurance related costs OR You will not be eligible for University-sponsored Health Insurance and will assume all insurance costs_____].

Health insurance coverage is a mandatory part of the J-1 Exchange Visitor regulations for all J-1 scholars and their J-2 dependents. This position is/is not eligible for the University's employee benefits package, therefore you will not be eligible for University-sponsored Health Insurance and will have to assume all insurance costs.

[I can_____ OR cannot_____ provide] you with office or lab space and other amenities during your stay here. [Include any details]

Please note that, you will be responsible for making all arrangements regarding travel and housing. Though we will try to assist you to the best of our capacity, the [sponsoring department] does not have staff to help you find a place to live while you are here. [change wording if you will be finding housing]

I understand that the Department of State requires that you have sufficient English proficiency to be a part of the Exchange Visitor Program. [I have verified_____] this. Please be prepared to

conduct your in-person visa application interview with the U.S. Embassy. They are expected to scrutinize your English level carefully and will deny based on lack of English proficiency.

We will provide a copy of this letter along with other internal paperwork to the International Students & Scholars Office requesting that they issue you a Form DS-2019 to permit you to enter the U.S. as a J-1 Exchange Visitor. The ISSO (isso@uml.edu) will contact you within the next 7-10 business days to finalize the DS-2019.

Please let me know if you have any questions. We hope that this will be a fruitful and productive period of time for you, and we look forward to meeting you.

Best regards,

[Sponsor name]

[Sponsor departmental title]

[e-mail address]

[email copy to ISSO and Dept. Chair]